



# City of Nashua

Central Purchasing  
229 Main Street  
Nashua NH 03060  
603-589-3330 Fax: 603-589-3344

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September 7, 2012

## Request for Qualifications

### **Broad Street Parkway**

### **Architectural Historian and Archaeological Consulting Services RFQ1056J-100312**

The City of Nashua is requesting Statements of Qualifications from consulting Architectural Historians and Archaeologists to provide professional services. These services will support the City's ongoing effort to avoid, minimize and mitigate project effects to historic and archaeological resources. The selected consultants shall work directly under the direction of the City of Nashua.

The project is funded by both Federal and City funds. Design and construction of the project is managed by the City of Nashua with assistance and oversight by New Hampshire Department of Transportation (NHDOT) and the Federal Highway Administration (FHWA). NHDOT is managing the right-of-way process.

Design documents for roadway and bridge contracts are being prepared by a consultant team led by Fay, Spofford & Thorndike, LLC (FST).

This project is on an accelerated timeline with completion of construction scheduled for December 2014.

### **INSTRUCTIONS TO BIDDERS:**

Proposals must be submitted with **six sets (one (1) original and five (5) copies)** in a sealed envelope plainly marked "**Broad Street Parkway Architectural Historian and Archaeological Consulting Services**" and must be received at the City Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 prior to **3:00 pm on Wednesday October 3, 2012**. Submittal Requirements instructions can be found on page 5 of the "**Request for Qualifications**".

Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submission prior to the date and time.

Further details are available on the City's web site, [www.nashuanh.gov](http://www.nashuanh.gov), under Citizens Favorites, Current Bid Opportunities, document **RFQ1056J-100312**. A listing of respondents will be posted on the City's web site, under Bid Results, within three (3) hours of the opening. Please note that there will be no reference to costs as the award will be qualification based.

A **NON-MANDATORY** pre-submittal meeting to discuss the project before the submission is scheduled for **Friday, September 14, 2012 at 10:00 a.m.** at the office of the City of Nashua, Division of Public Works, 9 Riverside Street, Nashua, NH.

A sample of the City's contract is attached. Final terms and conditions will be negotiated between the City and the selected finalist prior to the time of award.

The project timeline is as follows:

	Date	Time/Location
Non Mandatory Pre-Submittal Meeting	Friday, September 14, 2012	11:00 am DPW Conf Room 9 Riverside St Nashua, NH 03062
Deadline for Questions *	Thursday, September 20, 2012	3:00pm
Answers/Clarifications posted	Wednesday September 26, 2012	3:00 pm
Proposal submittal date	Wednesday, October 3, 2012	3:00 pm Central Purchasing
Negotiations and Contract award	TBD	TBD

\*Please contact John Vancor, P.E., of Hayner/Swanson [jvancor@hayner-swanson.com](mailto:jvancor@hayner-swanson.com) with any questions regarding this Request for Qualifications

In addition to this letter, this Request for Qualifications includes the following documents:

**RFQ1056J-100312** INFORMATION FOR SUBMITTAL 6 PAGES  
(INCLUDES THE INTRODUCTION, PROJECT DEVELOPMENT BACKGROUND,  
DOCUMENTATION AVAILABLE, SELECTION CRITERIA AND SUBMITTAL REQUIREMENTS)

STIPULATIONS SECTION OF MEMORANDUM OF AGREEMENT BETWEEN THE FEDERAL 7 PAGES  
HIGHWAY ADMINISTRATION, THE NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES  
(STATE HISTORIC PRESERVATION OFFICE), AND THE CITY OF NASHUA FOR THE EFFECTS  
OF THE BROAD STREET PARKWAY PROJECT.

The City of Nashua may reject any or all of the proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

Respectfully,

City of Nashua